

Job Title: ADMINISTRATIVE ASSISTANT for GRADE 20- NE  
Judicial Branch Education  
Location: Administrative Office of the Courts/Probation, Lincoln, NE

Major Duties:

This is a highly responsible administrative support and secretarial work for the court and probation administrative offices.

Work involves, but is not limited to assisting the Director of Judicial Branch Education in conference and educational seminar planning and assisting with related administrative duties.

This position is distinguished from those at lower levels by the assignment of decision making responsibilities requiring considerable knowledge and independent judgment. Work is reviewed upon completion for adherence to established policies, procedures, and as to results obtained.

Typical Examples of Work: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Answers phone; greets and directs visitors.

Sorts and delivers mail daily.

Issues RFPs for conference/training venues

Maintains the video library.

Assists in planning various meetings, seminars and conferences including registrations, distribution of necessary information, confirmation of motel/hotel reservations, arranges for meals and verification of meeting arrangements.

Maintains database of credits earned and individual conference registrations

Reviews vendor applications for approval of training programs for compliance with set criteria for approval

Responds to inquiries regarding accreditation procedures

Prepares correspondence and other materials as required, utilizing existing letters, dictated material, or own initiative as directed. and participates or is solely responsible for mailings of such material.

Maintains appointment schedules; screens and refers callers.

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Orders forms, office and conference supplies, and equipment as directed and provides for maintenance on copy machine and laser printer.

Maintains various records on statistics related to judicial branch education; billing; travel expenses; budget; and other activities.

Establishes and maintains filing system; plans and maintains adequate office materials and supplies.

Attends meetings and conferences as required; takes minutes, composes drafts of proceedings; prepares and distributes agendas, schedules, and other material.

Performs a variety of other office administrative tasks and other related duties as directed.

Additional Duties:

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Qualifications:

Graduation from high school with some administrative secretarial or general secretarial experience in a law or business office; PC skills required, web site maintenance preferred, Microsoft Publisher and PowerPoint experience preferred.

Knowledge , skills and abilities required on the job:

Thorough knowledge of secretarial practices and procedures.

Thorough knowledge of business English, spelling, punctuation, and arithmetic.

Thorough knowledge of modern office practices, procedures, systems, and equipment.

Ability to make decisions in accordance with established policies and procedures.

Ability to perform routine office management.

Ability to maintain administrative, fiscal, statistical, and general records.

Ability to compose routine and technical letters and memoranda.

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Skill in use and care of a typewriter, word processing system, data processing system, dictation/transcription system, laptop and projectors for PowerPoint presentations or other type of equipment present on site.

Working conditions:

Normal office hazards are encountered, i.e. prolonged sitting, stooping, some light lifting, along with the stress derived from multiple required deadlines, some travel is involved, and stress dealing with a variety of people.